

City of Fort Worth, Texas Job Description

Classification Title	Economic Development Manager		
Job Code:	PR1471	Job Family:	Professional
Pay Grade	614	Date Reviewed:	07/09/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Directs, manages and oversees the activities, operations and personnel of assigned division. Oversees and coordinates comprehensive economic development programs; implements programs through business and community development activities; and performs a variety of tasks in support of assigned area of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; and implements improvements.
3. Participates in the development and implementation of departmental goals, objectives, policies and priorities for each assigned service and/or operational area; and oversees the development and implementation of policies and plans related to departmental services and operations.
4. Provides guidance in the development of comprehensive incentive programs to diversify the City's economy; and coordinates program activities with City officials, local organizations and committees.
5. Oversees the development of new or enhanced resources for central city renewal; works through interdepartmental teams and private sector partners to ensure that the City's strategy for central city redevelopment is carried out; and communicates any recommendations of improvement to appropriate staff or entities.
6. Serves as liaison, negotiator and coordinator between non-profits, developers, private entities and City officials for the purpose of creating collaborations, soliciting funding resources, tax exemption programs, business recruitment, retention and expansion and obtaining overall support and commitment for development and investment projects.

7. Researches, reviews, identifies and recommends successful economic development strategies.
8. Identifies and facilitates the establishment of potential partnerships among employment and training organizations, educational institutions, businesses, community organizations, and economic development agencies to address a variety of labor force issues.
9. Assists in administering assigned contracts; negotiates and prepares requests for proposals or contracts with external professional service providers and vendors; monitors work progress; and ensures adherence to project schedules and budgets.
10. Coordinates special projects, including research of new programs and services, budget analysis and preparation. Prepares and presents reports detailing findings and recommendations.
11. Participate in the development and implementation of departmental goals, objectives, policies and priorities for each assigned service and/or operational area; oversee the development and implementation of policies and plans related to departmental services and operations.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Economic development principles and practices.
 - Basic incentive programs.
 - Revitalization and redevelopment programs.
 - Community economic development principles and practices.
 - Partnership development.
 - Economic diversification and inner city revitalization assistance programs available from federal, state and local governmental agencies.
 - Methods and techniques for interviewing and research.
 - Pertinent Federal, State and local laws.
 - Clear and concise report preparation.
 - Principles and practices of program development and implementation.
 - Modern office equipment including computers.
 - Community needs and resources.
 - Community Development Block Grant (CDBG) and other federal funding rules and regulations.
 - Grant contract administration.
 - Principles and practices of business ownership.
 - Current trends in business organization and management.
- **Skill in:**
 - Delivering presentations.

- Organization and time management.
- Computers and applicable software.
- Mathematics.
- Interpersonal relations.
- Customer service.
- Event coordination.
- Research and analysis.
- Strategic thinking.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Analyze and recommend financial incentive packages.
 - Analyze and communicate information.
 - Negotiate agreements and create terms sheets.
 - Evaluate programs and recommend actions.
 - Prepare clear and concise reports, both written and oral.
 - Read and comprehend legal documents, development agreements and contracts.
 - Draft and implement policies.
 - Recommend and implement goals and objectives for providing economic development and community development services.
 - Interpret and explain City policies and procedures.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Public Administration, Business Administration, Planning, or a related field and five years of increasingly responsible experience in economic development, community development, and/or diversification, human resource management, government relations, or a closely related field, including two years management/administrative experience.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.